

ANNEX M

Glossary of Terms

Accreditation	An official presentation of credentials by foreign diplomats (to include military attachés) to the host government, thereby establishing a date of precedence within that country's diplomatic or attaché corps.
Attaché	A technical expert on the diplomatic staff of his/her country at a foreign capital. A naval attaché is his/her Navy's representative to a foreign nation.
Black Tie	Formal attire, generally not worn before 8 p.m. Military: Dinner Dress Blue jacket Civilian: A dinner jacket or tuxedo for men and formal dress for women.
Calling Card	A small card bearing the name and title/rank of an individual and used socially. Calling cards may be sent with flowers or gifts, as bearers of short messages.
Canapés	An appetizer consisted of a piece of bread or toast, or a cracker topped with a savory spread.
Casual Attire	Attire which is never more formal than a sports coat for men and slacks or casual skirts for women.
Charge	"To charge" one's glass is an expression and used at dining-ins meaning to fill one's glass to capacity.
Chargé d'Affaires	The officer in charge of diplomatic business in the absence of the ambassador or minister.
Christening	A ceremony in which a naval vessel is named by a sponsor who breaks a bottle of wine against the ship's bow as the ship slides into the water.
Cocktail party	An informal gathering featuring a stand-up buffet in which there is no receiving line.
Colors	National ensign; distinguishing flag flown to indicate a ship's nationality. Naval ceremonies are performed when the national flag is hoisted at eight o'clock in the morning and hauled down at sunset.

Commission	To activate a ship or station; written order giving an officer rank and authority.
Commissioning Ceremonies	Ceremonies during which a new ship is placed in service. Captain of the yard or designated Navy official reads orders for delivery of ship, attention is sounded on bugle, National Anthem is played, ensign, commission pennant, and jack are hoisted simultaneously. The officer ordered to command the ship reads his/her orders from Navy department and orders his/her executive officer to set the watch. Full dress uniform is usually worn by officers. It is customary to invite friends of officers and others interested to attend the ceremony, along with the sponsor who christened the ship.
Commission Pennant	Commission pennant is the distinctive mark of a vessel of war adopted by all nations. It is blue at the hoist, with a union of seven white stars; it is red and white at the fly, in two horizontal stripes. The number of stars has no special significance but was arbitrarily selected as providing the most suitable display. The pennant is flown at the main by vessels not carrying flag officers. In lieu of the commission pennant, a vessel with an admiral or other officer in command of a division, squadron, etc., or a high ranking civil official aboard, flies the personal flag or command pennant of that person.
Company Grade	Refers to officers of the grade O1-O3 in the Army, Air Force and Marine Corps.
Decommissioning	A somber ceremony that terminates the active naval service of ships other than those lost at sea.
Dining-In	A formal dinner given by a unit which follows a traditional format.
Dinner Partner	At formal dinner, a gentleman will often escort the lady who will sit to his right at the table (his dinner partner).
Ensign	A flag designated by a country to be flown by its man-of-war.
Escort Cards	A small folded card used at formal dinners, with a gentleman's name written on the outside and his partner's names written inside together with a small diagram showing their position at the table.
Etiquette	Behavior or form required by good breeding or prescribed by authority in social and official life.
Excellency	A courtesy title used in addressing a foreign ambassador.

Field Grade	A term used by the Army, Air Force and Marine Corps to refer to officers of the grades O4-O6.
Flag Officers	Refers to officers O7 and above.
Formal Attire	General term used to refer to "Black Tie" or White Tie" events.
General Officers	Army, Air Force, and Marine Corps officers grade O7 and above.
Honorable	A courtesy title used in addressing U.S. ambassadors, ministers, governors, cabinet officers, Senators, Congressmen and women, Assistant to the President, Assistant Secretaries, Judges, Mayors.
Hors d'oeuvres	Any of various savory foods served as appetizers.
Informal Attire	Seasonally appropriate service dress uniform for military. Civilian: Business suit for men and short dressy dresses, long skirts, or long dresses for women.
Junior Officer	Term used in the U.S. Navy to refer to officers of the grades O1-O4.
Keel-laying	The first milestone in the history of a ship, recognized by a simple ceremony to mark the laying of the keel.
Launching	See Christening.
Lounge Suite	Expression used by the British for Civilian Informal; or business suit for men, informal dresses for women.
Luncheon	Used interchangeably with lunch in writing to refer to a gathering of individuals for a noon meal. On invitations: to a <i>luncheon</i> implies a number of guests will attend; to <i>luncheon</i> indicates fewer and a more intimate group.
Menu Cards	A formal card approximately 4 x 6 inches in size upon which is printed the menu for a formal luncheon or dinner.
Merchant Ensign	The Flag designated by a country to be flown by merchant vessels of that country.
"Mr. Vice/ Madame Vice"	Affectionate term for the junior member of a mess who acts as Vice President for a Dining-In.
National Flag	The Flag flown to represent a national government.

Notations written on calling cards:	<p>n.b. – Note well, pay special attention. Change of address, to call attention to.</p> <p>p.c. – pour condoler – to condole, may replace the usual English expressions of sympathy on a card left personally or sent through the mail at times of bereavement.</p> <p>p.f. – pour feliciter – to congratulate, is used to extend felicitations on occasions such as national holidays or some special event. Cards so inscribed are generally mailed or delivered on the day being celebrated.</p> <p>p.m. – pour memoire – to remind, a party, etc.</p> <p>p.p. – pour presenter – to present, is occasionally seen on a friend's card that has been sent with a stranger's card. This is intended to introduce the stranger. When such a card is received, one should immediately send cards or call on the person so introduced.</p> <p>p.p.c – pour prende conge – to take leave, is used on a card by the individual who is departing from a station or community. If it is impossible to call in person, such cards may be sent by mail and should be left on all officials and all acquaintances by whom one has been entertained.</p> <p>p.r. – pour remercier – to thank, is written on a card mailed to a person who has sent a card inscribed with p.f. or p.c.</p>
Precedence	The right to superior honor on a ceremonial or formal occasion. A diplomat's "date of precedence" is the day on which he/she presented credentials to the host government. This date aids in ranking members of the diplomatic corps.
Protocol	A code prescribing adherence to correct etiquette and precedence.
Receiving Line	A group of people who stand in a line and individually meet and welcome arriving guests to a social function.
Reception	A ceremony of receiving guests. Very often a cocktail party which has a receiving line.
Regrets only	Used on invitation cards in the lower left hand corner in lieu of R.S.V.P "Regrets only" indicates a response is required only when the invitation is not accepted.
Reminder Cards	All called "To remind" cards and used as a follow-up on accepted telephone invitations.
R.S.V.P.	The French abbreviation for respondéz s'il vous plat, meaning, please reply. It is written on invitations in the lower left-hand corner.

Semi-engraved Invitation	An invitation generally used for formal and sometimes informal occasions which allows room for partially handwritten information.
Senior Officer	Refers to naval officers of the grades O5-O6.
Skoal	A Scandinavian custom of drinking to one's health; similar to toasting.
Sponsor	The title given to a prominent lady of the community and member of the "Society of Sponsors" who participates in the christening of a ship. She breaks a bottle of wine on the bow of the ship and names it as the ship slides into the water.
Toasting	A means of expressing good will toward another by drinking to that wish
Wetting Down	Slang for a promotion party.
White Tie	Very formal attire not often used in the U.S. today. Military: Formal dress. Civilian: Full dress evening wear; tails for men; very dressy gowns for women.